

FORM NO. 2
(3/65)

DATE 24 October 1968

SYSTEM ITEMS FOR CONSIDERATION

SUBJECT

Clarification of Government-wide Microfilm Regulations.

AREAS INVOLVED

Agency-Wide.

DETAILS

Prior to this year's Records Management Conference and again during the Conference several Records Officers asked about the status of restrictions imposed by General Services Administration concerning the substitution of microfilm copy for paper copy.

I informed them that this restriction applies to Permanent Records only. However, one officer stated that he could not sell microfilm to his superiors, even for filming non-permanent type records, as long as the restriction is in effect.

The Bureau of Standards performed the survey and released their findings to GSA-NARS quite some time ago. As our agency contributed financially to this project, and microfilming is so timely, I feel we should immediately request a copy of the findings and the accompanying GSA ruling.

From informal discussions with GSA technical people I learned, some time ago, that the "hold" will in all probability be lifted.

ADVANTAGES/COMMENTS

1. Permit the use of microfilm for selected archival and long term temporary records.
2. Reduce storage space at the Records Center.
3. Permit the change of certain current and active records systems resulting in reduction of operating costs.
4. Remove the uncertainty that currently exists in the permanency of microfilm images.

STATINTL

☐ (See Reverse Side)

DDS/RMC

Proposed by/

RESULTANT ACTION

BENEFITS (Reportable)